

Creating and using a Google Calendar

Starting Google Calendar

- Log In to your Google / Gmail account
- Click Calendar at the top of the screen
- Enter any details. (NSW is +10Hrs GMT)
- The calendar will now open

Initial configuration

- Click the **Cog shaped icon** in the top right area to adjust some settings
- Select **Compact**
- Select **Settings**
- On the **General tab**, set Date Format to '31/12/2012'
- Set the **Week Starts On** to suit yourself. Default is Monday
- Change the **Default View** to 'Month'
- Set Custom View to suit (I prefer 4 weeks)
- Set Location to 'Toronto, NSW'
- Set Show Weather to degrees C
- Click **Save**

Additional options under Settings are:

- Calendars tab – lets you manage and share your calendars
- Labs tab – add a Year View button; Background Image

Creating (sub) calendars'

- Click the dropdown on **My Calendars**
- Select **Create New Calendar**
- Enter name and details. Set sharing permissions. Allocate who to share with
- Click **Create Calendar**

Adding an event to a (sub) calendar

- Click a date, or drag to select a range of dates
- In the popup, name the event and select the appropriate (sub) calendar. You can add a start time as indicated by the text prompt.
- Click **Create Event**
Note: Click **Edit Event** if the event is a recurring one, or you want to specify particular start and stop times, event location, reminders etc.

Show / Hide (sub) calendars

- Click the appropriate (sub) calendar at left of screen to show / hide it
- To show only that (sub) calendar, click the dropdown for that (sub) calendar

Printing a Calendar or Agenda

- Click **More** and select **Print**